

Self Service Benefits Procedures
Created on Friday, October 02, 2009

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 Self-Service Benefits - Open Enrollments Demo1

OAB

Self Service Benefits Procedures

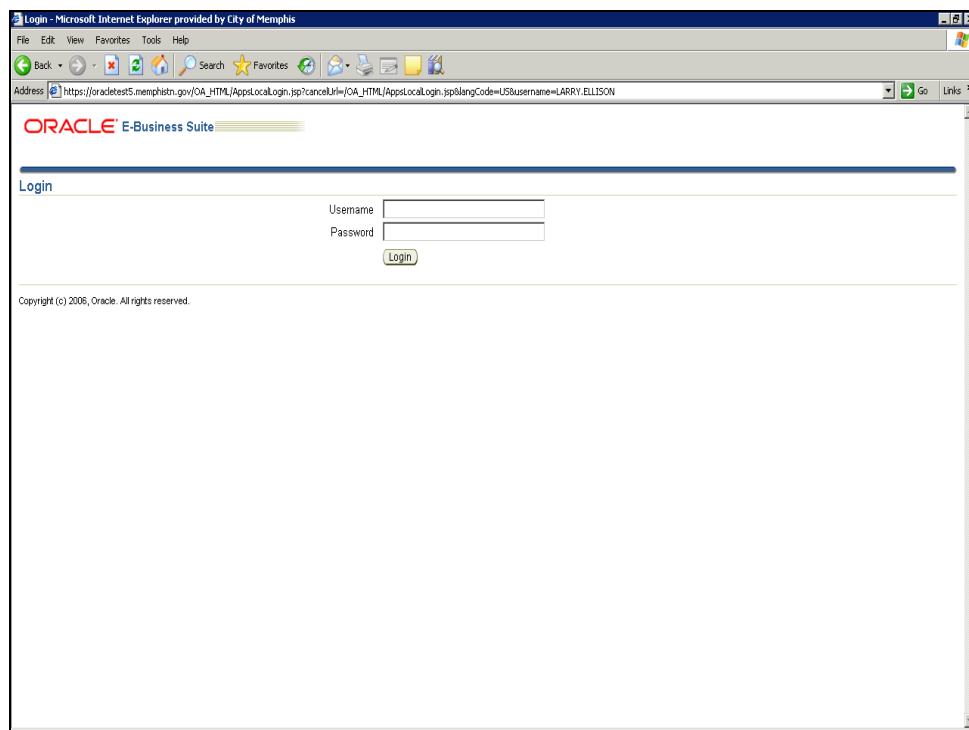
Self-Service Benefits - Open Enrollments Demo

Procedure

Online Open Enrollment 2010 - Self Service Benefits Demonstration

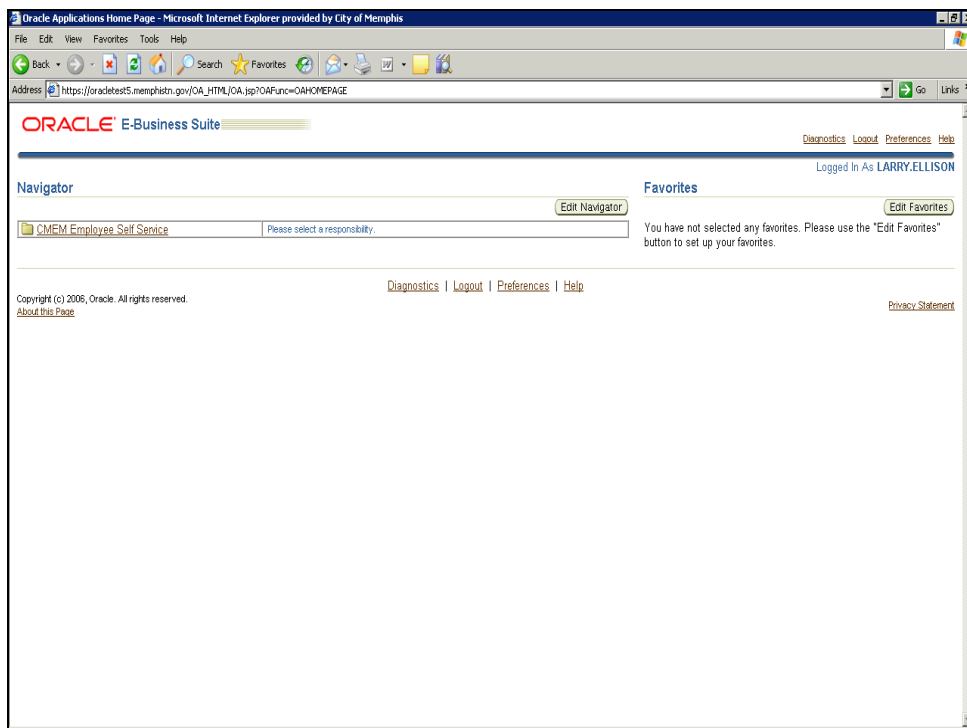
This online demonstration will help you make online enrollments during the 2010 Open Enrollment Process. This Process is scheduled for October 12th through October 23rd 2009.

The changes made will be effective January 1st 2010.

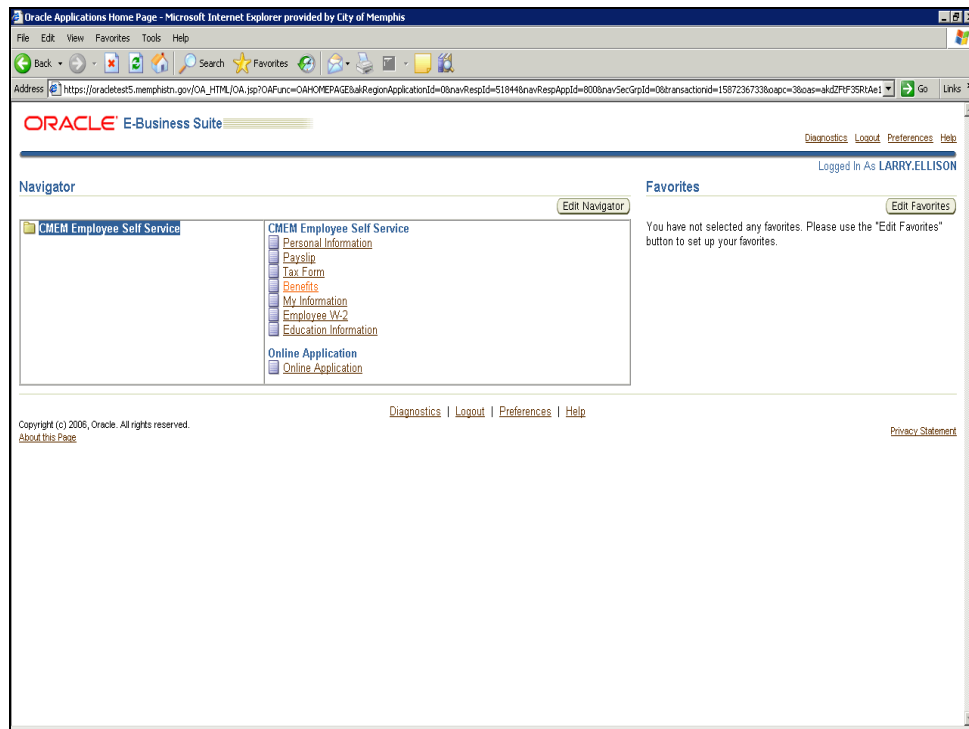



The screenshot shows a web browser window titled "Login - Microsoft Internet Explorer provided by City of Memphis". The address bar displays the URL: https://oradetest5.memphisn.gov/OA_HTML/AppsLocalLogin.jsp?cancelUrl=OA_HTML/AppsLocalLogin.jsp&langCode=US&username=LARRY.ELLISON. The page content features the "ORACLE E-Business Suite" logo at the top. Below the logo, the word "Login" is displayed. The login form consists of two input fields: "Username" and "Password", followed by a "Login" button. At the bottom of the page, a copyright notice reads: "Copyright (c) 2006, Oracle. All rights reserved."

Step	Action
1.	Click in the Username field. <input type="text"/>
2.	<p>If you do not have an Oracle User Account, please login with a user name of 'USER' and password 'PASSWORD', Register yourself to get your own username and password, otherwise please login with your existing user name.</p> <p>We are using a test employee for this Demonstration.</p> <p>Enter the desired information into the Username field. Enter a valid value e.g. "larry.ellison".</p>
3.	Click in the Password field. <input type="password"/>
4.	<p>Once you enter your password, Click the Login button.</p> <input type="button" value="Login"/>



Step	Action
5.	Once you are on the Self Service Page, Click the CMEM Employee Self Service Link. 



Step	Action
6.	Click the Benefits link. 

Oracle Self-Service Benefits: Dependents and Beneficiaries - Microsoft Internet Explorer provided by City of Memphis

File Edit View Favorites Tools Help

Address https://oracletest5.memphistn.gov/OA_HTML/RF.jsp?function_id=8312&resp_id=51844&resp_app_id=800&security_group_id=0&lang_code=US¶ms=2NNP0cU8F8s2aq9_gic25gJue_VA667NAM6UMPO6yA8oas=g3TTOG Go Links

CMEM Employee Self Service

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Dependents and Beneficiaries

Name **Larry Ellison** [Cancel](#) [Next](#)

[Add Another Person](#)

Name	Relationship	Social Security Number	Birth Date
Spouse Test	Spouse	123-45-2479	16-May-1965
Child Test	Child	123-45-2480	11-Apr-2007

☒ Your current Dependents and Beneficiaries are listed above. To add new Dependents or Beneficiaries, please use Add Another Person button above, and submit the required certification(s) to the City of Memphis Benefits Office.

[Cancel](#) [Next](#)

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Step	Action
7.	<p>On this page, your current Dependents and Beneficiaries are listed. Click on “Add Another Person” button and fill-in the required fields and then click “Apply” to add a new Dependents or Beneficiaries.</p> <p>If you do not want to add any new Dependents or Beneficiaries, Please click next.</p> <p>Click the Add Another Person button.</p> <p></p>
8.	<p>Please fill in all the required fields along with any other relevant information, and Click the Apply button.</p> <p></p>

Oracle Self-Service Benefits: Dependents and Beneficiaries - Microsoft Internet Explorer provided by City of Memphis

File Edit View Favorites Tools Help

Address https://oradetes5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_FAM_ADD_PAGE3_y=805&retainWM=1&t=1394232868&apc=8&as=rSTg3j1F3qH8oWy-SEA.. Go Links

CMEM Employee Self Service

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Dependents and Beneficiaries


Name **Larry Ellison**

Name	Relationship	Social Security Number	Birth Date
Spouse Test	Spouse	123-45-2479	16-May-1965
Child Test	Child	123-45-2480	11-Apr-2007
Test Child2	Child	123-45-2454	16-May-2009

☒ Your current Dependents and Beneficiaries are listed above. To add new Dependents or Beneficiaries, please use Add Another Person button above, and submit the required certification(s) to the City of Memphis Benefits Office.

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Step	Action
9.	Click the Next Button. 

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

Name: **Larry Ellison** Program: **Active**
Event Name: **Open** Enrollment Period: **12-OCT-2009 - 23-OCT-2009** [Update Benefits](#)

Benefit Selections
Note: Please refer to your pay check for Pension Plan Contribution.

Plan	Option	Coverage Start Date	Coverage Employee - Pre-Tax Cost	Employee - Post-Tax Cost
Medical - City of Memphis Basic Pre-Tax	Family	01-Apr-2009	127.93	0.00
Dental - Dental Basic Pre-Tax	Family	01-Apr-2009	22.96	0.00
Vision - Vision Pre-Tax	Family	01-Apr-2009	7.94	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		01-Jan-2010	78,000.00	5.46
Death Benefits Free (For You) - Death Benefit		01-Jan-2010	10,000.00	0.00
Life - Decline Life Voluntary		01-Apr-2009	0.00	0.00
Disability - Long Term Disability		14-Feb-2009	2,600.00	0.00
Pension - Pension	1978 General Pension	14-Feb-2009	0.00	0.00
FSA Health Care - Decline FSA - Health Care		01-Jan-2010	0.00	0.00
FSA Dependent Care - Decline FSA - Dependent Care		01-Jan-2010	0.00	0.00
Total			164.29	0.00

Covered Dependents

Plan	Option	Coverage Start Date	Dependent Relationship	Social Security Number
Medical - City of Memphis Basic Pre-Tax	Family	01-Apr-2009	Spouse Test Spouse	123-45-2479
		01-Apr-2009	Child Test Child	123-45-2480
Dental - Dental Basic Pre-Tax	Family	01-Apr-2009	Spouse Test Spouse	123-45-2479
		01-Apr-2009	Child Test Child	123-45-2480
Vision - Vision Pre-Tax	Family	01-Apr-2009	Spouse Test Spouse	123-45-2479
		01-Apr-2009	Child Test Child	123-45-2480

[All the Plans displayed in Benefit Selections are based on the default elections.](#)

[Update Benefits](#)

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Step	Action
10.	<p>This Page shows all of your current enrollments and deductions. For Pension Information please refer to your payroll stub.</p> <p>This screen shows decline defaults for both Flexible Spending Accounts per the FSA Policy, if you choose to enroll in either of these accounts; you will have to explicitly choose it during this open enrollment process.</p> <p>If you want to change any of your Benefits or enroll in new Benefits Plans, Click the Update Benefits button.</p> <p>Update Benefits</p>

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

File Edit View Favorites Tools Help

Address https://oradefest5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_ENRL_OVERVIEW_PAGE&_r=805&_b=1394232868&retainAF=N&addBreadCrumb=N&opc=411&as=PL2XUNESCptTGY00005w... Go Links

CMEM Employee Self Service

Diagnostics Home Logout Preferences

Benefits Enrollment Current Benefits

Update Enrollments Cover Dependents Update Beneficiaries Confirmation Statement

Update Benefits: Update Enrollments

Name: Larry Ellison Program: Active
Event Name: Open Enrollment Period: 12-OCT-2009 - 23-OCT-2009

Recalculate Back Next

Currency = US Dollar


Medical




Plan	Employee	EE+1	Family
City of Memphis Basic Pre-Tax	<input type="checkbox"/> 60.26	<input type="checkbox"/> 127.93	<input checked="" type="checkbox"/> 127.93
City of Memphis Basic Post-Tax	<input type="checkbox"/> 60.26	<input type="checkbox"/> 127.93	<input type="checkbox"/> 127.93
City of Memphis Premier Pre-Tax	<input type="checkbox"/> 64.26	<input type="checkbox"/> 129.80	<input type="checkbox"/> 129.80
City of Memphis Premier Post-Tax	<input type="checkbox"/> 64.26	<input type="checkbox"/> 129.80	<input type="checkbox"/> 129.80
Decline Medical	<input type="checkbox"/>		


Dental

Plan	Employee	EE+1	Family
Dental Basic Pre-Tax	<input type="checkbox"/> 7.67	<input type="checkbox"/> 15.78	<input checked="" type="checkbox"/> 22.96
Dental Basic Post-Tax	<input type="checkbox"/> 7.67	<input type="checkbox"/> 15.78	<input type="checkbox"/> 22.96
Dental Primary Pre-Tax	<input type="checkbox"/> 4.74	<input type="checkbox"/> 9.42	<input type="checkbox"/> 17.44
Dental Primary Post-Tax	<input type="checkbox"/> 4.74	<input type="checkbox"/> 9.42	<input type="checkbox"/> Choose to select
Dental Premier Pre-Tax	<input type="checkbox"/> 13.75	<input type="checkbox"/> 26.29	<input type="checkbox"/> 41.16
Dental Premier Post-Tax	<input type="checkbox"/> 13.75	<input type="checkbox"/> 26.29	<input type="checkbox"/> 41.16
Decline Dental	<input type="checkbox"/>		

Oracle

Step	Action
11.	<p>This page also shows your current enrollments and deductions with default check flags. It also shows all your electable choices.</p> <p>If you want to either change or enroll in new plans, please click the check box corresponding to your desired plan/option. In the current page you can make changes to your Medical or Dental plans, to make changes to your Vision, Life Insurance Plans, please scroll down.</p> <p>As an example in this demo we will select Dental Primary Pre-Tax Family option by clicking the the check corresponding to the same.</p> 
12.	Please click the vertical scrollbar .

Step	Action
13.	<p>If you want to either change or enroll in new Vision and Life plans, please click the check box corresponding to your desired plan/option. On the current page you can make changes to your Vision, Life Insurance (For You), Life Insurance (For Your Spouse and Dependents), and Voluntary Employee, and Voluntary Life Insurance (For Your Spouse/Dependent) plans.</p> <p>If you are enrolling in the Life Insurance Contribution plans for the first time or updating your amounts for e.g. Life Insurance (For You) or Life Dep (to designate spouse) or Life Voluntary Employee/Spouse/Dependent plans, you must submit Evidence of Insurability forms. Please download the required certification form from http://openenrollment.memphistn.gov web site.</p> <p>To make changes to your Disability and FSA Health Care, FSA Dependent Care Plans, please scroll down.</p> <p>In this demo scenario, we will choose Vision (Material Only) Pre-Tax Family option.</p> 
14.	<p>For this demo, we will also choose Life Dep plan, please click in the check box adjacent to the Life Dep plan.</p> 
15.	<p>To select Life Voluntary Employee plan, click on the check box adjacent to the same.</p> 

Step	Action
16.	<p>If you enroll in Life Voluntary Employee, please uncheck the Decline Life Voluntary plan check box.</p> <p>Click the Decline Life Voluntary option.</p> 
17.	<p>To request a Voluntary Life Insurance amount of your choice,</p> <p>Enter the desired information into the Life Voluntary Employee field. Enter a valid value e.g. "100000.00".</p>
18.	<p>On this page, Long Term Disability plan is for view only purposes, as this is a free benefit to all the eligible employees.</p> <p>If you want to enroll in the Short Term Disability, please click the check box besides the Short Term Disability plan, you need to submit the evidence of insurability certification, if you are enrolling for the first time.</p> <p>Click the scrollbar.</p>

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

Address: https://oradatest5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_ENRL_OVERVIEW_PAGE0_r=0050_b=1394232868&retainAH=N&addBreadcrumb=N&apoc=418&as=FL2XUESCpTGF0YXVORSw...

Decline Life Voluntary ☐

Voluntary Life Insurance (For Your Spouse)

☐ Indicates Certification is required.

Plan	Select	Coverage
Life Voluntary Spouse	<input type="checkbox"/>	5,000.00

Voluntary Life Insurance (For Your Dependents)

Plan	Select	Coverage
Life Voluntary Dep	<input type="checkbox"/>	10,000.00

Disability

☐ Indicates Certification is required.

Plan	Select	Coverage
Long Term Disability	<input checked="" type="checkbox"/>	2,600.00
Short Term Disability	<input type="checkbox"/>	300.00
Decline Short Term Disability	<input type="checkbox"/>	[Choose to select]

Pension




Plan	1978 General Pension
Pension	<input checked="" type="checkbox"/>

FSA Health Care

Plan	Select	Coverage	Pay Period Cost
Health Care Spending Account	<input type="checkbox"/>	200.00	8.33
Decline FSA - Health Care	<input checked="" type="checkbox"/>		

FSA Dependent Care

Plan	Select	Coverage	Pay Period Cost
Dependent Care Spending Account	<input type="checkbox"/>	200.00	8.33

Step	Action
19.	For this demo purpose, to enroll this employee in Short Term Disability plan, please click the check box corresponding to the same. 
20.	In order to enroll in the FSA Plans, please click the vertical scrollbar. 
21.	In you choose to enroll in the Health Care Spending Account, please click the check box opposite the Health Care Spending Account. 

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

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Voluntary Life Insurance (For Your Dependents)

Plan	Select	Coverage
Life Voluntary Dep	<input type="checkbox"/>	10,000.00

Disability

☐ Indicates Certification is required.

Plan	Select	Coverage
Long Term Disability	<input checked="" type="checkbox"/>	2,600.00
Short Term Disability	<input checked="" type="checkbox"/>	300.00
Decline Short Term Disability	<input type="checkbox"/>	

Pension

Plan	1978 General Pension
Pension	<input checked="" type="checkbox"/>

FSA Health Care

Plan	Select	Coverage	Pay Period Cost
Health Care Spending Account	<input checked="" type="checkbox"/>	1000.00	8.33
Decline FSA - Health Care	<input type="checkbox"/>		

FSA Dependent Care

Plan	Select	Coverage	Pay Period Cost
Dependent Care Spending Account	<input type="checkbox"/>	200.00	8.33
Decline FSA - Dependent Care	<input checked="" type="checkbox"/>		

Recalculate Back Next

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Step	Action
22.	<p>Now you will select the amount of money you choose to set aside for this account, you will notice that this amount has been defaulted to \$200. If you would like to set aside more than the amount that is indicated, please enter the amount of your choice.</p> <p>Your maximum amount to be set aside for this plan is \$5000 in increments of \$5.</p> <p>Enter the desired information into the Health Care Spending Account field.</p> <p>Enter a valid value e.g. "1000.00".</p>

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

File Edit View Favorites Tools Help

Address https://oracletest5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_ENRL_OVERVIEW_PAGE0_r=0050_b=1394232868&retainAH=N&addBreadCrumb=N&apoc=418&as=FL2XUESCpTGT0YXXORSw.. Go Links

Voluntary Life Insurance (For Your Dependents)

Plan	Select	Coverage
Life Voluntary Dep	<input type="checkbox"/>	10,000.00

Disability

☒ Indicates Certification is required

Plan	Select	Coverage
Long Term Disability	<input checked="" type="checkbox"/>	2,600.00
Short Term Disability	<input checked="" type="checkbox"/>	300.00
Decline Short Term Disability	<input type="checkbox"/>	

Pension

Plan	1978 General Pension
Pension	<input checked="" type="checkbox"/>

FSA Health Care

Plan	Select	Coverage	Pay Period Cost
Health Care Spending Account	<input checked="" type="checkbox"/>	1000.00 <input type="text"/>	8.33
Decline FSA - Health Care	<input type="checkbox"/>		

FSA Dependent Care

Plan	Select	Coverage	Pay Period Cost
Dependent Care Spending Account	<input type="checkbox"/>	200.00 <input type="text"/>	8.33
Decline FSA - Dependent Care	<input checked="" type="checkbox"/> Choose to select		

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Step	Action
23.	<div>If you choose to enroll in the Dependent Care Spending Account, please click the check box opposite the Dependent Care Spending Account.</div> <div><input type="checkbox"/></div>

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

Address: https://oradest5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_ENRL_OVERVIEW_PAGE&_r=8058_b=1394232868&retainAW=Nbadd&readCrumb=Nbosp=4118oas=PL2XUNESCptTGF0Y0005w...

Voluntary Life Insurance (For Your Dependents)

Plan	Select	Coverage
Life Voluntary Dep	<input type="checkbox"/>	10,000.00

Disability

☐ Indicates Certification is required.

Plan	Select	Coverage
Long Term Disability	<input checked="" type="checkbox"/>	2,600.00
Short Term Disability	<input checked="" type="checkbox"/>	300.00
Decline Short Term Disability	<input type="checkbox"/>	

Pension

Plan	1978 General Pension
Pension	<input checked="" type="checkbox"/>

FSA Health Care

Plan	Select	Coverage	Pay Period Cost
Health Care Spending Account	<input checked="" type="checkbox"/>	1000.00	8.33
Decline FSA - Health Care	<input type="checkbox"/>		

FSA Dependent Care

Plan	Select	Coverage	Pay Period Cost
Dependent Care Spending Account	<input checked="" type="checkbox"/>	500	8.33
Decline FSA - Dependent Care	<input type="checkbox"/>		

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Step	Action
24.	<p>Now you will select the amount of money you choose to set aside for this account, you will notice that this amount has been defaulted to \$200. If you would like to set aside more than the amount that is indicated, please enter the amount of your choice.</p> <p>Your maximum amount to be set aside for this plan is \$5000 in increments of \$5.</p> <p>Enter the desired information into the Dependent Care Spending Account field. Enter a valid value e.g. "500.00".</p>

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

Address: https://oracletest5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_ENRL_OVERVIEW_PAGE0_r=0050_b=1394232868&retainAH=N&addBreadCrumb=N&apoc=418&as=FL2XUESCpTGYXXORSw...

Voluntary Life Insurance (For Your Dependents)

Plan	Select	Coverage
Life Voluntary Dep	<input type="checkbox"/>	10,000.00

Disability

☒ Indicates Certification is required.

Plan	Select	Coverage
Long Term Disability	<input checked="" type="checkbox"/>	2,600.00
Short Term Disability	<input checked="" type="checkbox"/>	300.00
Decline Short Term Disability	<input type="checkbox"/>	

Pension

Plan	1978 General Pension
Pension	<input checked="" type="checkbox"/>

FSA Health Care

Plan	Select	Coverage	Pay Period Cost
Health Care Spending Account	<input checked="" type="checkbox"/>	1000.00	8.33
Decline FSA - Health Care	<input type="checkbox"/>		

FSA Dependent Care

Plan	Select	Coverage	Pay Period Cost
Dependent Care Spending Account	<input checked="" type="checkbox"/>	500.00	8.33
Decline FSA - Dependent Care	<input type="checkbox"/>		

Recalculate Back Next

Recalculate

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Step	Action
25.	<p>Would you like to see your Flexible Spending Account deductions, if so please click the Recalculate Button at the bottom of the page.</p> <p>Recalculate</p>

Oracle Self-Service Benefits: Update Benefits: Update Enrollments - Microsoft Internet Explorer provided by City of Memphis

Address: https://oradefes5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_ENRT_SELECTION_PAGE&_i=8050_t=139423268&retainAM=NbaddBreadCrumb=Nbapac=4380as=0D175d9PeldbjdWxa3SA...

Voluntary Life Insurance (For Your Dependents)

Plan	Select	Coverage
Life Voluntary Dep	<input type="checkbox"/>	10,000.00

Disability

☒ Indicates Certification is required.

Plan	Select	Coverage
Long Term Disability	<input checked="" type="checkbox"/>	2,600.00
Short Term Disability	<input checked="" type="checkbox"/>	300.00
Decline Short Term Disability	<input type="checkbox"/>	

Pension

Plan	1978 General Pension
Pension	<input checked="" type="checkbox"/>

FSA Health Care

Plan	Select	Coverage	Pay Period Cost
Health Care Spending Account	<input checked="" type="checkbox"/>	1,000.00	41.67
Decline FSA - Health Care	<input type="checkbox"/>		

FSA Dependent Care



Plan	Select	Coverage	Pay Period Cost
Dependent Care Spending Account	<input checked="" type="checkbox"/>	500.00	20.83
Decline FSA - Dependent Care	<input type="checkbox"/>		

Recalculate Back Next

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Next to Cover Dependents
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Step	Action
26.	<p>If you are not satisfied with the results of your deductions, you may re-enter the coverage amounts, and then click recalculate until your are satisfied with your deductions.</p> <p>Once you have completed this process, you may click the Next Button.</p> <p>Click the Next to Cover Dependents button.</p> <p></p>
27.	<p>The current page shows your currently covered and eligible dependents. Please check the “Cover” check box or uncheck the same, to either designate or undesignate any of your dependents.</p> <p>In order to add any new dependents, please click on the Add Dependents Button, and follow the instructions to add new Dependent. But in order to cover the Dependent you will have to submit the required certification to the Benefit’s Office.</p> <p>Click Next once you are done with your dependent designation changes, if any.</p> <p>Click the Next to Update Beneficiaries button.</p> <p></p>

Oracle Self-Service Benefits: Update Benefits: Add Beneficiaries - Microsoft Internet Explorer provided by City of Memphis

Address: https://oradatest5.memphistn.gov/OA_HTML/OA.jsp?_r=0505_0=1394232868&retanAM=NoadBreadCrumb=Nbocapc=660as=c80569f72080EkyIvw...

CMEM Employee Self Service

Benefits Enrollment | Current Benefits

Update Enrollments | Cover Dependents | **Update Beneficiaries** | Confirmation Statement

Update Benefits: Add Beneficiaries

Name: **Larry Ellison** Program: **Active**
Event Name: **Open** Enrollment Period: **12-OCT-2009 - 23-OCT-2009** [Back] [Next]

Beneficiary Selection

Life Insurance (For You): Life Employee Contr Pre-Tax

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %	Clear
Child Test	Child	123-45-2480	30	0	[Clear]
Larry Ellison	Self	123-45-2478	0	0	[Clear]
Spouse Test	Spouse	123-45-2479	40	0	[Clear]
Test Child2	Child	123-45-2454	30	0	[Clear]

Donate to Charities

Organization Name: [Text Input] [Pencil Icon] Primary %: [Input] Contingent %: [Input] Clear: [Clear]

[Add Another Row]

[Recalculate]

Primary %: [Input] Contingent %: [Input]

[Recalculate]

TIP Total Percentages for the plan must equal 100

Death Benefits Free (For You): Death Benefit

Family Members and Others

Step	Action
28.	<p>The current page shows your current Beneficiaries for the respective Life Insurance Plans. You can change the Beneficiary Percentages for your Primary and Contingent Beneficiaries.</p> <p>In order to add any new Beneficiaries, please click on the Add Beneficiaries Button, and follow the instructions to add the new Beneficiary.</p> <p>If you want to donate to your favourite organization, click on the organization button.</p> <p>Click Next once you are done with your Beneficiary designation changes, if any.</p> <p>Click the vertical scrollbar to see beneficiaries from other life plans.</p>

Oracle Self-Service Benefits: Update Benefits: Add Beneficiaries - Microsoft Internet Explorer provided by City of Memphis

Address: https://oradtest5.memphistn.gov/OA_HTML/OA.jsp?_rc= BEN_BENEFICIARY_PAGE01_i=8050_i=139423268&retainAM=N&addBreadcrumb=N&app=500&as=A2goME0yMdbmuHymDTaA...

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %	Clear
Child Test	Child	123-45-2480	30	0	
Larry Ellison	Self	123-45-2478	0	0	
Spouse Test	Spouse	123-45-2479	40	0	
Test Child2	Child	123-45-2454	30	0	

Donate to Charities

Organization Name	Primary %	Contingent %	Clear

Add Another Row

Recalculate

Primary %	Contingent %
100	0

TIP Total Percentages for the plan must equal 100

Life : Life Voluntary Employee

Family Members and Others

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %	Clear
Child Test	Child	123-45-2480	30	0	
Larry Ellison	Self	123-45-2478	0	0	
Spouse Test	Spouse	123-45-2479	40	0	
Test Child2	Child	123-45-2454	30	0	

Donate to Charities

Organization Name	Primary %	Contingent %	Clear


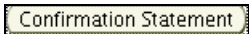
Add Another Row

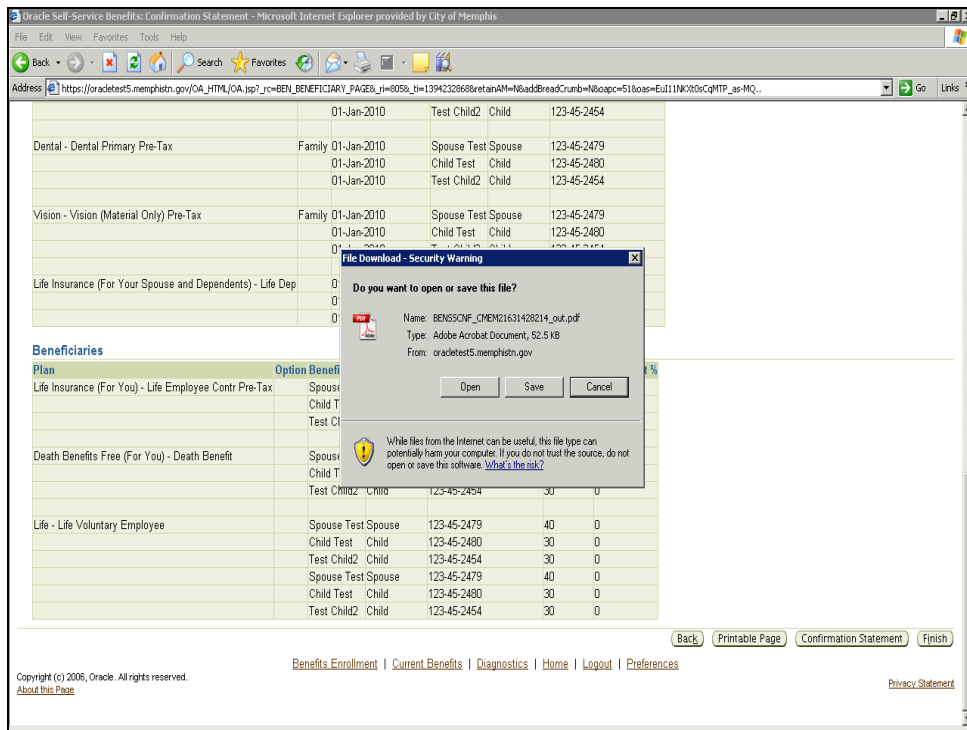
Recalculate

Primary %	Contingent %
0	0

TIP Total Percentages for the plan must equal 100

Next to Confirmation Statement

Step	Action
29.	Click the Next to Confirmation Statement button. 
30.	Please be aware of the warning section, which indicates those items that must be completed, you will either have to go back to the sections that are indicated or to present documents to the City of Memphis Benefits Office . Click the scrollbar.
31.	Click the scrollbar.
32.	Click the Confirmation Statement button. 



Step	Action
33.	<p>Now you can either open/save to see your Confirmation Statement.</p> <p>Click the Open button.</p> <div>Open</div>

City of Memphis
TENNESSEE
City of Memphis Benefits Office
125 N. Main Street, Room 438
Memphis, TN. 38103

April 22, 2009
Benefits Confirmation & Summary

Ellison, Larry
100 North Main St.
Memphis, TN. 37501

Employee Number
25459

Dear Larry Ellison,

As a result of your Open event on 01-Jan-2010, you have elected the following benefits. Please know that by electing these benefits, you are authorizing deductions with respect to those benefits. Furthermore, you acknowledge that these benefits will remain in effect until the next open enrollment or until you are able to make a change due to a qualifying life event. The benefit listed below will become effective 01-Jan-2010 and continue unless otherwise changed due to a life event.

Plan	Option	Coverage	Coverage Start Date	Employee Pre-Tax Cost	Employee After-Tax Cost
Medical - City of Memphis Basic Pre-Tax(Suspended)	Family		01-Apr-2009	127.93	0.00
Dental - Dental Primary Pre-Tax(Suspended)	Family		01-Jan-2010	17.44	0.00
Vision - Vision (Material Only) Pre-Tax(Suspended)	Family		01-Jan-2010	5.56	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		78,000.00	01-Jan-2010	5.46	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		10,000.00	01-Jan-2010	0.00	1.07
Death Benefits Free (For You) - Death Benefit		10,000.00	01-Jan-2010	0.00	0.00
Life - Life Voluntary Employee(Interim)		160,000.00	01-Jan-2010	0.00	4.80

Confirmation Statement Finish

Privacy Statement

Step	Action
34.	Click the Vertical Scrollbar on the Confirmation Statement.


As a result of your Open event on 01-Jan-2010, you have elected the following benefits. Please know that by electing these benefits, you are authorizing deductions with respect to those benefits. Furthermore, you acknowledge that these benefits will remain in effect until the next open enrollment or until you are able to make a change due to a qualifying life event. The benefit listed below will become effective 01-Jan-2010 and continue unless otherwise changed due to a life event.

Plan	Option	Coverage	Coverage Start Date	Employee Pre-Tax Cost	Employee After-Tax Cost
Medical - City of Memphis Basic Pre-Tax(Suspended)	Family		01-Apr-2009	127.93	0.00
Dental - Dental Primary Pre-Tax(Suspended)	Family		01-Jan-2010	17.44	0.00
Vision - Vision (Material Only) Pre-Tax(Suspended)	Family		01-Jan-2010	5.56	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		78,000.00	01-Jan-2010	5.46	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		10,000.00	01-Jan-2010	0.00	1.07
Death Benefits Free (For You) - Death Benefit		10,000.00	01-Jan-2010	0.00	0.00
Life - Life Voluntary Employee(Interim)		160,000.00	01-Jan-2010	0.00	4.80
Life - Life Voluntary Employee(Suspended)		100,000.00	01-Jan-2010	0.00	3.00
Disability - Long Term Disability		2,600.00	14-Feb-2009	0.00	0.00
Disability - Short Term Disability(Suspended)		300.00	01-Jan-2010	0.00	3.00
FSA Health Care - Health Care Spending Account		1,000.00	01-Jan-2010	41.67	0.00
FSA Dependent Care - Dependent Care Spending Account		500.00	01-Jan-2010	20.83	0.00
Totals				218.89	11.87

If you have any questions regarding your benefits, please feel free to contact City's Benefits Office at 901-576-6761.

[Confirmation Statement](#) [Finish](#)

[Privacy Statement](#)

Step	Action
35.	Click the Close button on the Confirmation Statement PDF document. 

Oracle Self-Service Benefits: Confirmation Statement - Microsoft Internet Explorer provided by City of Memphis

Address: https://oraclest5.memphistn.gov/OA_HTML/OA.jsp?_rc=BEN_BENEFICIARY_PAGE23_u=8058_u=139423268&retainAM=NbaddbreadCrumb=Nbsoap=51boas=Eul11NK0t0sCqHTP_ar-MQ...

Plan	Option	Beneficiary Relationship	Social Security Number	Primary %	Contingent %
Dental - Dental Primary Pre-Tax	Family	01-Jan-2010	Test Child2	Child	123-45-2454
	Spouse Test Spouse	123-45-2479			
	Child Test	123-45-2480			
Vision - Vision (Material Only) Pre-Tax	Family	01-Jan-2010	Test Child2	Child	123-45-2454
	Spouse Test Spouse	123-45-2479			
	Child Test	123-45-2480			
Life Insurance (For Your Spouse and Dependents) - Life Dep	Family	01-Jan-2010	Test Child2	Child	123-45-2454
	Spouse Test Spouse	123-45-2479			
	Child Test	123-45-2480			

Beneficiaries

Plan	Option	Beneficiary Relationship	Social Security Number	Primary %	Contingent %
Life Insurance (For You) - Life Employee Contr Pre-Tax	Spouse Test Spouse	123-45-2479	40	0	
	Child Test	123-45-2480	30	0	
	Test Child2	123-45-2454	30	0	
Death Benefits Free (For You) - Death Benefit	Spouse Test Spouse	123-45-2479	40	0	
	Child Test	123-45-2480	30	0	
	Test Child2	123-45-2454	30	0	
Life - Life Voluntary Employee	Spouse Test Spouse	123-45-2479	40	0	
	Child Test	123-45-2480	30	0	
	Test Child2	123-45-2454	30	0	
	Spouse Test Spouse	123-45-2479	40	0	
	Child Test	123-45-2480	30	0	

Back Printable Page Confirmation Statement Finish

Benefits Enrollment | Current Benefits | Diagnostics | Home | Logout | Preferences

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About this Page

Privacy Statement

Step	Action
36.	<p>Once you have saved your confirmation Statement, Click the Finish Button to go to the Overview Page, and then click the Logout Button at the top of the Page, to exit Self Service Benefits.</p> <p>Click the Back to Overview button.</p> <p>Finish</p>
37.	<p>Click the Logout link.</p> <p>Logout</p>
38.	End of Procedure.